

## **WESTERN STATES WATER COUNCIL POSITION OPENING**

The Council is a government entity established in 1965 by western governors to provide policy and program advice on matters related to the conservation, protection and development of water resources. Seventeen states participate and members are appointed by their respective governors. The Council offices and a small staff are in Murray, Utah in the center of the Salt Lake Valley. For more information, go to [www.westernstateswater.org](http://www.westernstateswater.org).

Resumes and questions should be directed to [credding@wswc.utah.gov](mailto:credding@wswc.utah.gov).

**TITLE:** POLICY & PROGRAM MANAGER

**CLOSING DATE:** March 20, 2015

**PAY RANGE:** \$21.55 - \$33.52 per hour [\$45k-\$70k annually - Depending on Qualifications]

**BENEFITS:** Employer funded pension plan (employer's contribution is 17% of salary with no matching requirement), Public Employees Health Plan coverage, and paid sick leave and annual leave, as well as State of Utah holidays.

**FLSA EXEMPT:** Yes

**EEO DESIGNATION:** Professionals

**CAREER SERVICE PROBATIONARY PERIOD:** 12 months

**WORKING CONDITIONS:** Everyday Risks

**PHYSICAL REQUIREMENTS:** Sedentary, but with occasional lifting required.

**SAFETY SENSITIVE:** [ None ]

**SUPERVISORY LEVEL:** [ None ]

### **PURPOSE AND DISTINGUISHING CHARACTERISTICS**

Under general supervision of the Executive Director, perform professional level work in water related areas such as legal research and analysis, reviewing and tracking state and federal legislation, rules, regulations, policies and directives, provide staff support to the Council, its members, committees and subcommittees, and assist with preparation and review of external Council positions and internal administrative policies.

### **EXAMPLES OF TASKS**

(Tasks typically associated with the job. This list is not all-inclusive and may vary, depending on Council needs as directed.)

- Provides counsel to the Executive Director in areas of policies, rules, and legislation, and other matters.
- Assists in the negotiation, drafting, review, and execution of contracts and leases.
- Assists in identifying and examining issues, trends and program impacts.
- Performs legal and other research and detailed analysis of complex and critical

water-related issues impacting the western states.

- Evaluates the impact of specific rules, policies, directives and programs.
- Remains current on executive, legislative and judicial branch developments nationally and assesses potential impacts on western states.
- Presents analysis results and makes recommendations to the Executive Director, the Council and state agency managers and policymakers.
- Writes and edits policy and position memos, technical reports, newsletter articles and other documents based on research, investigation or analysis.
- Assists in developing Council policy positions for possible action.
- Provides staff support to the Council's members, committees, subcommittees and other task forces and work groups as assigned.
- Assists with planning, organizing and preparing briefing materials and making oral presentations on various subjects at Council meetings, conferences and workshops, as well as representing the Council at similar meetings of governmental agencies and non-governmental organizations.
- Assists with preparation and review of internal administrative policies and rules, as well as ensuring that policies and rules are consistent with legal requirements.
- Assists with interpreting and applying agency policies and practices, as well as federal or state laws and regulations, etc.
- Responds to inquiries from the public.
- Other tasks as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

(This list contains KSAs typically associated with the job. It is not all-inclusive and may vary).

- Think critically to analyze issues and identify underlying principles, patterns, or facts to draw conclusions and make sound judgments.
- Frame problems by identifying key facts, exploring alternatives and possible consequences, and propose potential courses of action.
- Provide objective analysis and recommendations under time constraints.
- Perform complex research and tasks requiring independent judgment.
- Understand legal and legislative terminology, processes and procedures.
- Analyze legal, policy and legislative issues and provide sound advice.
- Establish and maintain effective working relationships with colleagues, agency heads and staff, legislators and legislative staff, policy makers, stakeholder and co-workers.
- Listen to and understand information and ideas presented verbally.
- Read and understand information and ideas presented in writing.
- Communicate and convey information and ideas (orally and in writing) accurately, clearly, concisely, and effectively – internally and publically.
- Provide consultation and/or expert advice or testimony.
- Familiarity with state and federal water related issues, laws, rules and policies.

## **OTHER REQUIREMENTS**

- Graduation from an ABA accredited law school with a juris doctor degree is preferred, but not required, together with two years or more legal experience.
- A BA/BS with two years or more broad based experience is required, and an advanced degree is preferred.
- If selected, an attorney would provide legal counsel to the Executive Director in areas that may include internal personnel and pension policies.
- Some familiarity with government pension plans and ERISA requirements beneficial.
- Typically, the employee may sit comfortably to perform the work; however, there may be some walking, standing; bending; carrying light items, etc. Special physical demands are not required to perform the work.
- Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g. safe use of office equipment, avoiding trips and falls, observing fire regulations, etc.
- Overnight travel is required at times, generally no more than 2-4 nights with quarterly to semi-monthly trips.